

DESK OPERATING PROCEDURE 020-R2
REPORTS AND ANALYSIS DIVISION
APRIL 2004

CIVIL WORKS FUNDS
AQUATIC RESOURCES TRUST FUND (COASTAL WETLANDS)
(96-20X8333)

In 1990, the Coastal Wetlands Planning, Protection and Restoration Act (P. L. 101-646, Section 305 (104 Stat. 4785-4786)) authorized transfer of 18 percent of the annual appropriation from the Aquatic Resources Trust Fund, Sport Fish Restoration Account, and the Coastal Restoration Trust Fund, for coastal wetlands activities. Seventy (70) percent of this amount is allocated to the Corps for use by the Louisiana Coastal Wetlands Conservation and Restoration Task Force to provide for the long-term conservation, protection, and restoration of coastal wetlands in the state of Louisiana.

DISBURSING AUTHORITY:

Upon request from us, the Treasury transfers disbursing authority from the Aquatic Resources Trust Fund (14X8151) to the Coastal Wetlands Trust Fund (96X8333). Currently, New Orleans District is the only District that receives Coastal Wetlands disbursing authority.

When the request is received:

The District submits a request through CEFMS to the UFC for disbursing authority on an as needed basis. The request should be received prior to close of business on Tuesday so that authority can be requested Wednesday morning NLT 0930 central time. Another request will be made five working days before month end as needed.

Disbursing authority is normally requested to run from Wednesday through the following Tuesday (or end of month).

To access the CEFMS requests log in to T0 database and:

[Select 1](#) - *Financial Management Functions.*

[Select 3](#) - *Financial Management.*

[Select 1](#) – *Funding.*

[Select 12](#) - *Expenditure Authority Control.*

Select appropriation 8333 for Coastal Wetland.

Arrow keys (up & down) can be used to move between appropriations.

Hit **Ctrl-F7** and wait for screen to populate (This takes a few moments) after researching all databases for disbursing authority requests. If requests are pending the field will say 'YES'.

Hit **Ctrl-F1** to view total disbursements and authority estimates for all Districts. Hit **Alt Print Screen** and save for file. Be sure disbursement estimates are greater than actual disbursements. If not notify the district POC that they are over disbursed and must submit a request for disbursing authority and or funding. Hit **F10** to return to EXP.APA screen.

TO VIEW REQUESTS:

Hit **F9** in Period Begin Date Field.

Hit **F4** and select date (YES PENDING) from list. **Page Down** to view individual District requests. To view any current request arrow down to the "YES" and hit "Enter". Hit "alt" print screen to obtain a copy of each request. To escape, enter F10, or **"EXIT"** and select **"No changes"**.

Go into WORD and open:

["ufcops\sharedoc\radi\civil\Reports&Analysis\Pbas&Funding\C.Wet8333\CWRequest\CWRequestFYxx.doc"](#)

Prepare a Memorandum to mail to the Fish & Wildlife Service, referencing your conversation, the date of the disbursement, and the disbursement amount. To prepare a memorandum, first open the previous memorandum sent to the Fish & Wildlife Service and change the dates, amount, and cumulative drawdown to date, and save it with the current date. Save this letter with copies of the CEFMS action screens, and a copy of the accepted fax in a file. When we receive the accepted SF1151 from GWA, attach this to the letter, and save additional copies for auditors and other personnel.

The memorandum is saved as a word document on the "J" drive in the ["ufcops\sharedoc\radi\civil\Reports&Analysis\Pbas&Funding\C.Wet8333\CWRequest\CWRequest FYxx.doc" directory](#).

Have the prepared memorandum signed by the Deputy Director of Accounting Cynthia Blevins. If Cynthia is not available take the letter to Tom Brockman. Make a copy of the memorandum for our file and mail the original letter to the Fish & Wildlife Service. Do not send a memorandum to Department of the Treasury. We do not want duplicate disbursement authority issued. Fish & Wildlife Service will transact with Treasury.

FAX the signed memorandum to the Fish & Wildlife Service. **Call** the Department of the Treasury, Bureau of Public Debt, Government Securities Management

Branch. The Trust Fund Management Team's POC is Ryan Hanna (304-480-5127). If he does not answer, leave a message or make the request from someone else.

Call Nancy LaBatte at the U.S. Fish & Wildlife Service (202-501-7977). If she does not answer, contact Barb Ritter at 202-208-4596 to make a request.

Post the District's request to the Excel spreadsheets, located on the "J" drive in:
["ufcops\sharedoc\radi\civil\trustfund\casba\Cwetl.xls & CW 1151's.xls"](#)

["ufcops\sharedoc\radi\civil\trustfund\coastal wetland\CW 1151's\FYxx.xls"](#)

Post the District's request to the Excel spreadsheets, located on the "J" drive in:
["ufcops\sharedoc\radi\civil\Reports&Analysis\Pbas&Funding\CWet8333\cw1151's 200x.xls"](#)

We maintain these duplicate files to prevent loss in case of someone accidentally deleting or moving shared files. It has happened on two occasions. We also maintain separate files to accommodate auditor requests.

The SF1151's Non expenditure Transfer Authority is posted on the GWA website. You must have permissions to access GWA system. Record it in the Document Reference # on the [cashba.xls](#) spreadsheet.

MONTHLY ACTIVITY:

At month end, retrieve the actual disbursement reported on the SF1220/SF224 through CEEMIS after the 1219/1220 reports have accepted.

Click on **Internet Explorer icon**.

Click on the **Mindterm icon**.

Click yes on the security alert.

Click on the **cpc25 hyperlink**.

Select yes on the security alert.

Select yes on the license agreement.

Select yes on the confirmation.

Enter login:

Select **OK** on the alert

Enter Password:

Type **orase ceemis2**

Enter your **user ID**.

Enter your **password**.

Type **sqlplus**.

Enter your **user ID**.

Enter your **Oracle Password**.

Type **sta.cumdisbXX.sql** at the sqlplus prompt.

Enter **8333** at the Enter Value for Appropriation prompt and hit carriage return.

Type **WinPrint output.lst** to printout the selected data.

Enter **/o** to logoff the system.

Post the actual disbursement to the [cashbal.xls](#) spreadsheet. Subtract the amount of disbursing authority requested from the actual disbursement amount to calculate the amount of available authority. (If actual exceeds available, the District should provide us a written explanation.)

When you receive the Income Statement from the Treasury, verify that the "NONEXPENDITURE TRANSFERS" to the Corps of Engineers agrees with our records of the SF1151's received. If a problem occurs with receipt of the financial statements, contact Ryan Hanna at the Treasury Department (304-480-5127). If it does not agree, contact the Treasury POC to resolve the discrepancy.

BUDGETARY AUTHORITY:

The District receives budgetary authority through issuance of a Work Allowance by HQUSACE. William (Bill) Caldwell (202-761-4163) will email the Work Allowance to us. This document serves as the basis to adjust the amount of budgetary authority loaded in PBAS. We do not issue the FAD for budgetary authority. HQUSACE Budget office (Deborah Woods 202-761-8794) issues the Fad's. If the Work allowance is negative, we must wait for the FAD to be issued **and signed** before loading the Work Allowance.

We **load** the funds into PBAS under CECW963-03.

Logon to PBAS.

Funds Distribution User Name: CECW963 03 [*enter*]

ENTER COMMAND NUMBER: 10

BASIC SYMBOL: 8333

FISCAL-YR: X [*space*]

PROGRAM YR: [*enter*]

ENTER OPTION: 3 ADD MODIFY AUTHORITY [*enter*]

Enter Option 04, Apportionment of Budgetary Resources, in the lower right corner [*enter*]

Enter the Work Allowance document # as the DOC NO [*tab*]

Enter *WKAL* as the DOC TYPE [*tab*]

Enter the amount of the work allowance on the BUDGET AUTH line

[*enter*]

If data entered is correct, enter *END* [*enter*]

Annotate the Load Number (LD NO: xxLxxxxx) appearing at the top of this screen on the Work Allowance document. Do print screens on the PBAS update to

have proof the system up dated the load. You may need this information if dealing with a PBAS system problem.

In the next few days go back into PBAS and be certain a FAD is issued. If not contact Deborah Woods. Go into CECW968 06. Print the FAD and attached it to the work allowance. The auditors will request copies of the Work allowances, and Fads.

Post the Work Allowances to the Excel spreadsheets, located on the "J" drive in:
"ufcops\sharedoc\radi\ci\trustfund\casba\Cwetl.xls"

"ufcops\sharedoc\radi\ci\trustfund\casba\Civil.xls"

"ufcops\sharedoc\radi\ci\trustfund\coastal wetland\to be added"

Post the District's request to the Excel spreadsheets, located on the "J" drive in:
"ufcops\sharedoc\radi\ci\Reports&Analysis\Pbas&Funding\to be added.xls"

Created by: Lynda Locke

Revised by: Randy Collins August 19, 2003

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Reviewed by: